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MEMORANDUM

TO: Intermediate School District Superintendents
Special Education Directors
Early On® Coordinators

FROM: Jacquelyn J. Thompson, Ph.D., Director
Office of Special Education and Early Intervention Services

DATE: February 6, 2004

SUBJECT: Individuals with Disabilities Education Act (IDEA) Part C,
Transition Guidelines from the *Early On* System

The enclosed Reference Bulletin was developed as an important step in the Michigan Department of Education (MDE) Continuous Improvement and Focused Monitoring process, to assist service providers in partnering with families throughout the transition process. This bulletin will replace Standards for Transition Practices, written in November 1995, and should be placed in the blue binder entitled Reference Bulletins.

I am requesting that you review the document and share it with your *Early On* service coordinators and service providers. This information should be utilized and readily available to ensure a smooth transition from *Early On* for all children and their families.

If you have any questions, please do not hesitate to contact Vanessa Winborne at 517-335-4865.

Thank you for your ongoing dedication to young children and their families.

OSE/EIS 04-06

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TRANSITION

Guidelines for Transition from the *Early On*® System

BACKGROUND

This document is intended to assist service providers in partnering with families in the transition process for Part C eligible children to Part B services and/or other community based services, many of which may not be affected by the child's third birthday.

REQUIREMENTS

**See chart at the end of the document.

REFERENCES

Relevant Citations:

Regarding Transition:

Part B regulations 34 CFR 300.132

Part C regulations 34 CFR 303.148

34 CFR 303.344 (h) and the Note 4 to 303.344

Section VII of the State Plan

Regarding Service Coordination:

Part C regulations 34 CFR 303.23

34 CFR 303.344 (g)

State Plan, Part II, Section I DEFINITIONS: p.3

Section VII of the State Plan

Regarding Records:

Part B regulations 34 CFR 300.571-573

State Plan, Part III, Section XI, Procedural Safeguards 340.1912-1914

Documents referenced can be found @ <http://eotta.ccrea.org>

DEFINITIONS

Transition is the process that occurs before, during and after a change. It involves moving from one place, stage or relationship to another. Transitions happen frequently throughout every person's lifetime.

DISCUSSION

The Service Coordinator, the *Early On* System and the Local Interagency Coordinating Council (LICC) each plays an important role in the transition process. Transition planning under Michigan's Part C system ensures families will be equal partners in the decision-making process. This process is responsive to changing family needs, honors family values and beliefs, and utilizes family strengths and informal supports.

DISCUSSION (cont'd)

Service Coordinator role

The Service Coordinator is responsible for assisting the family and other participating partners in the development and implementation of a smooth transition plan designed to support the child's continuing development. The responsibilities are as follow:

1. Being the single point of contact for the family during this process. **303.23(a)(2)(ii)**
2. Ensuring that up to six months and at least ninety days prior to the child's third birthday, the family and participating agencies are notified of the approaching transition and transition planning has begun. **Michigan State Plan p.17, Sec. VII**

3. Convening a planning conference required to complete the planning, implementation, and follow-up necessary for a smooth transition for the child and family. **Michigan State Plan p.17, Sec. VII. 303.22(b)(7)**
4. Assisting the family and seeing that they receive the rights and services to which they are entitled; which may include providing transportation and child care to facilitate the family's involvement in the transition planning process. **Michigan State Plan p.17, Sec. VII**
5. Coordinating all services across agency lines and community resources.
6. Facilitating the family's access to services and community resources.
7. Providing the family with all necessary information, in a manner that ensures their understanding, regarding the process. **Michigan State Plan p.17, Sec. VII**
8. Notify the family and local education agency and other providers as appropriate of the approaching transition, at least 30 days prior to the conference. **Michigan State Plan p.17, Sec. VII**

Early On System role

The local *Early On* System is responsible for the interagency organization and structures that provide access to a broad range of transition options for the child and family. This would include:

1. A monitoring system that would alert the service coordinator to the approach of the child's exit date.
2. A directory of services, community resources, persons, and agencies that provide a base for the transition team's planning. **Michigan State Plan p. 23-25, Sec. IV**
3. The memorandum of understanding that facilitates the family's access to services and support for the family in the process. **Michigan State Interagency Agreement**
4. A monitoring and tracking system that reports whether effective transition planning occurred in a timely fashion. **Continuous Improvement Monitoring Process 05/20/2003**
5. A secure system for the disposition and transfer for personally identifiable information. **Standard 340.1914(a). Michigan State Plan p.18, Sec VII**
6. Procedures that facilitate a total transition process as defined in Part C of IDEA. **303.148**

LICC role

The Local Interagency Coordinating Council is responsible for policies and procedures that ensure a smooth transition for the child and family. Michigan State Interagency Agreement

**EXCEPTIONAL
CIRCUMSTANCES**

****** A transition document must be written that shows what happened for the child and family at the end of early intervention services regardless of whether a conference was convened. It must show the provisions and conditions for the transfer of the record and what happened for the family at the end of services (for example: family moved, unable to locate, family refused conference, family does not want any further services).

* Note differences between Part B and Part C are italicized.

****Procedures for the transition planning conference and requirements of the transition plan:**

For the child who may be Part B eligible:	For the child who is not Part B eligible:
1. <i>Convene a planning conference*</i> with the approval of the family, among the lead agency, the local education agency, the family, the service coordinator, and providers of other appropriate services, at a time and place convenient to the family. 303.148(b)(2)(i), Michigan State Plan p. 17, Section VII	1. <i>Make reasonable efforts*</i> to convene a planning conference with the approval of the family among the lead agency, the family, the service coordinator and providers of other appropriate services, at a time and place convenient to the family. 303.148(b)(2)(ii), Michigan State Plan p. 17, Section VII
2. The conference may occur up to six months or at least ninety days <i>before the child is eligible for preschool.</i> * 303.148(b)(2)(i)	2. The conference may occur up to six months or at least ninety days <i>before the child's third birthday.</i> * 303.148(b)(2)(ii), Michigan State Plan p.17, Section VII Procedures
3. At the planning conference review the child's program options for the period from the child's third birthday through the remainder of the school year. Note: many program options may continue 303.148(b)(3)	3. At the planning conference review the child's program options for the period from the child's third birthday through the remainder of the school year. Note: many program options may continue 303.148(b)(3)
4. Discussion with, and training of, parents regarding future placement and other related matters to transition. 303.344(h)(2)(i), Michigan State Plan p. 18, Section VII, Subsection: Transition Plan Contents (d)	4. Discussion with, and training of, parents regarding future placement and other related matters to transition. 303.344(h)(2)(i), Michigan State Plan p. 18, Section VII, Subsection: Transition Plan Contents (d)
5. Discuss procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in a new setting. 303.344(h)(2)(ii)	5. Discuss procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in a new setting. 303.344(h)(2)(ii)
6. Obtain written consent from the parent to transmit information about the child to the local educational agency and/ or other providers, as appropriate, to ensure continuity of services including evaluation and assessment information, and copies of IFSPs that have been developed. 303.344(h)(2)(iii)	6. Obtain written consent from the parent to transmit information about the child to the local educational agency and/or other providers, as appropriate, to ensure continuity of services including evaluation and assessment information, and copies of IFSPs that have been developed. 303.344(h)(2)(iii)
7. Establish a written transition plan (whether part of the IFSP or in a separate document that is attached to the IFSP). ** 303.148 (including Note) Michigan State Plan p. 18, Section VII	7. Establish a written transition plan (whether part of the IFSP or in a separate document that is attached to the IFSP) ** 303.148 (including Note) Michigan State Plan p. 18, Section VII
8. The plan must identify the providers, times, and locations of all necessary evaluations relevant to <i>the development of an IEP.</i> * Standard 340.1914(a), Michigan State Plan p. 18, Section VII, Subsection: Transition Plan Contents (a)	8. The plan must identify the providers, times, and locations of all necessary evaluations relevant to <i>the development of other service plans as appropriate.</i> * Standard 340.1914(a), Michigan State Plan p. 18, Section VII, Subsection: Transition Plan Contents (a)
9. The plan must also identify the financial responsibilities for early intervention services for all appropriate agencies consistent with local memorandum of understanding and Michigan Part C Interagency Agreement. Standard 340.1914(b), Michigan State Plan p. 18, Section VII, Subsection: Transition Plan Contents (b)	9. The plan must also identify the financial responsibilities for early intervention services for all appropriate agencies consistent with local memorandum of understanding and Michigan Part C Interagency Agreement. Standard 340.1914(b), Michigan State Plan p. 18, Section VII, Subsection: Transition Plan Contents (b)
10. The transition plan must include provisions and conditions for the transfer or other disposition of the Part C record. Standard 340.1914(c) Michigan State Plan p. 18, Section VII	10. The transition plan must include provisions and conditions for the transfer or other disposition of the Part C record. Standard 340.1914(c) Michigan State Plan p. 18, Section VII